

OFFICE OF THE SECRETARY OF STATE

APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Office of Planning and Budget Application Date Application Number Planning Division May 25, 1976 270 Washington Street, S.W. **Application Number** Date Received Date Completed Room 613 MAY 28 1976 JUN 16 1976 Atlanta, Georgia 30334 2. Person to Contact **Working Title** Telephone Number Jerline Simpson Secretary 656-3832 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest To Date Planning Division Legislation Analysis File (General Assembly) 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Planning Division - he and by the following is responsible for the preparation of long-range recommendations for the ordely and coordinative growth of the state and for the analysis of the quality and quantity of state services. The Division also works to coordinate and harmonize the planning activities of all federal programs, state agencies, local government units and private organizations within the state. Activities which facilitate this general mission are identification of issues and problems confronting planners action as liaison between all planning units, local, state and federal; and provision of advice and assistance services to the Governor and the General Assembly concerning state needs and trends of development. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Analyzing proposed legislation as requested by the Office of Documents relating to: the Governor. I sludes conto the con-Included are: copies of selected legislation and an analysis (Legislation Analysis form) = -Bill Number File is arranged: 8. Monthly Reference Rate How often are records referred to which are: Seven to twelve months old _____; Thirteen to twenty-four months old ____ One to six months old ___5__ twenty-five months and older _ 9. Annual Rate of Accumulation of Records Letter-size drawers _ __; Legal-size drawers _ ____; Shelves . Other (specify)

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